



Department of Business & Industry  
**MANUFACTURED HOUSING DIVISION**

## **IMPORTANT INFORMATION REGARDING FOUNDATIONS**

October 20, 2011

The Manufactured Housing Division (the Division) has the responsibility to ensure compliance with the statutes and regulations concerning the installation of manufactured homes, mobile homes, and commercial coaches. Because there has been some confusion regarding how masonry type perimeter foundations are permitted, constructed and inspected, below is a review of the requirements when you are involved with masonry type perimeter foundations.

As per Nevada Administrative Code 489.486 the Division is required to approve the design of any accessory structure used in conjunction with a manufactured home. The approval for a foundation, which is site and home specific, can be obtained by submitting the plans to the Division. To ensure that the local jurisdiction is aware that the foundation has met the necessary requirements for the home, it is critical that the plans be submitted to the Division before being submitted to the local jurisdiction. If there is not a local jurisdiction or building department or the building department does not issue permits for these foundations, the Division will issue the permits and do the inspections.

### Procedure for submitting foundation plans:

- Have the plans drawn by a Nevada Registered Engineer or Architect, licensed foundation contractor or the homeowner (in the case of an owner builder).
- Submit the plans to the Division for approval.
- Submit Division approved plans to the local jurisdiction for plan review.
- Obtain a permit from the local jurisdiction.
  1. Follow the process for inspection as required by the local jurisdiction.
  2. Ensure all inspections are completed and signed off.
  3. Retain sign offs and a copy of the approved plans to present to the Division's inspector at the time of the home installation inspection.

### Procedure for obtaining a permit from the Division:

- After the plans are approved, purchase a permit from any one of the three Division offices.
- Schedule the pre-pour inspection after the forms and rebar are in place for the footing.
- Schedule the pre-pour for the stem wall when forming and rebar are in place.

*"The mission of the Manufactured Housing Division is to protect the interests of the manufactured housing industry and owners or occupants of manufactured homes and commercial structures."*

- ☐ 1535 Old Hot Springs Rd., Ste. 60, Carson City, Nevada 89706 (775) 687-2060 Fax: (775) 687-5521
- ☒ 2501 E. Sahara Ave., Ste. 204, Las Vegas, Nevada 89104 (702) 486-4135 Fax: (775) 486-4309
- ☐ 540 Court St., Elko, Nevada 89801 (775) 738-6601 Fax: (775) 738-6612

**Dealers**

To ensure your home sale and installation project runs as smoothly as possible it is your responsibility to make sure the contractors, installers and homeowners are aware of the Division's foundation inspection process. It is very expensive and time consuming to correct problems with foundations after they are completed. Also, your project will run more smoothly if your contractor and/or installer can plan their inspections as far in advance as possible, especially in the rural areas.

**Installers**

To ensure your inspections go smoothly and successfully, please have the foundation plans and inspection sign offs available at the first inspection of the home. These documents are available from your Dealer and are required to be available for the inspector at the time of the inspection.

If you have any questions about which jurisdictions issue permits and do inspections please contact a Division inspector at the office closest to the inspection site.

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